



Annual Procurement Report

2024-2025





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Introduction

This Annual Procurement Report has been prepared to meet the requirements of the Procurement Reform (Scotland) Act 2014, and throughout we will demonstrate how our performance and achievements during the period meet both the strategic direction set by the organisation and all relevant procurement legislation.

In line with the broader Council Plan, the Corporate Procurement Strategy is designed around the concept of setting the long-term strategic direction but with frequent updates to allow for adjustments in the service objectives and actions to be achieved. Accordingly, a refreshed Corporate Procurement Strategy is developed, approved and published each March for the forthcoming financial year.

This Annual Procurement Report covers the period 1st April 2024 to 31st March 2025 and details progress against the Corporate Procurement Strategy 2024-25, which was the first strategy to fully embrace the new annual cycle of reporting.

To support understanding of the terminology used across this document a glossary is provided of commonly used terms at the end. This aims to provide brief user-friendly definitions of words, acronyms and phrases used in relation to public sector procurement.

Strategic Themes and Objectives

The Corporate Procurement Strategy follows the Council Plan which consists of 2 areas of Focus and 6 Outcomes:

Focus	Outcomes
<ul style="list-style-type: none">Improving the wellbeing of citizens within the Scottish Borders and making our region a more sustainable and better place to live, work in and to visit.	<ul style="list-style-type: none">Clean Green FutureFulfilling Our PotentialStrong Inclusive Economy, Transport and InfrastructureEmpowered, Vibrant CommunitiesGood Health and Wellbeing
<ul style="list-style-type: none">Developing a Council that is as effective and efficient as it can be.	<ul style="list-style-type: none">Working Together Improving Lives

It is understood that achieving the first 5 outcomes can only be done by developing a Council that is effective and efficient as it can be.

Procurement's contribution toward achievement of the above are set out in the strategic themes and objectives below.

Strategic Theme	Objective
Local Economy	grow the Borders economy and support Community Wealth Building by enabling and encouraging local businesses (particularly SMEs and Third Sector organisations) to access public sector opportunities whilst promoting Fair Work
Climate Change	contribute towards delivering the Scottish Borders Climate Change Route Map
Contract and Supplier Management	support services to develop and implement effective, consistent and proportionate contract and supplier management
Community Benefits	maximise the community benefits delivered through Council contracts
Procurement Capability	improve the efficiency and effectiveness of the procurement function, fostering a culture of continuous improvement
Financial Pressures	support services to meet ongoing financial pressures

Corporate Procurement Service – Highlights 2024/25

Meet the Buyer South 2024

On 29 October, Supplier Development Programme and the Scottish Borders procurement team hosted the third Meet the Buyer South event at the Volunteer Hall in Galashiels. Public sector exhibitors included Scottish Government, Scotland Excel, Crown Commercial Services, East Lothian Council, Transport Scotland, Scottish Borders Housing Association, Eildon Housing Association, Waverley Housing Association and South of Scotland Enterprise. From the private sector were BAM, Morrison Construction, Ogilvie Construction and RJ McLeod.

Primarily a networking event, it proved a great success with 247 attendees on the day - a 48 percent increase compared to the previous Meet the Buyer South.

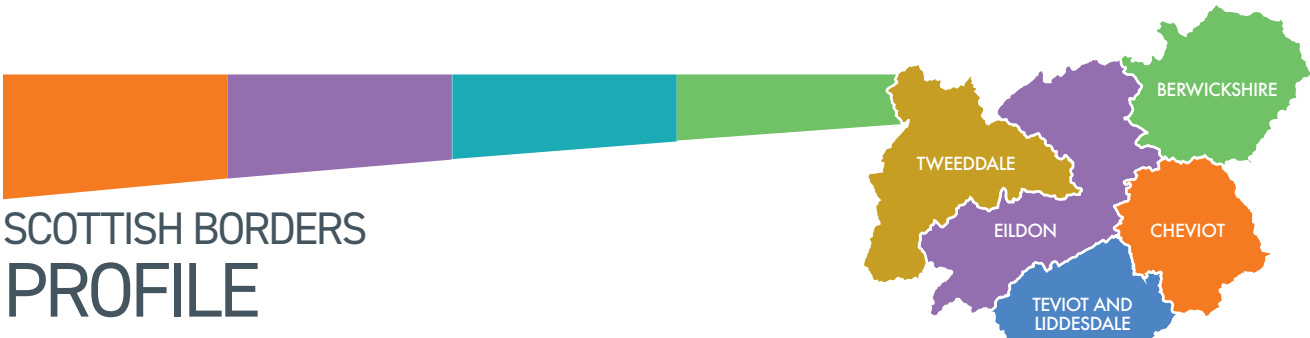


It was noted in last year's Annual Procurement Report that the Scottish Borders Council procurement team was jointly nominated, with Supplier Development Programme, in two categories at the Go Awards, which recognise outstanding achievement in Scottish sector procurement.

The nominations were for work in supporting some 129 mainly local businesses to be successfully awarded onto the next generation Repairs and Maintenance (Trades) Framework, a local collaborative framework let by the Council and also used by Scottish Borders Housing Association, Borders College and others public bodies.



It was confirmed in early October that SDP and the procurement team were highly commended in the Collaborative Procurement Initiative category. This achievement was recognised with a presentation at the start of the Meet the Buyer South Event.



SCOTTISH BORDERS
PROFILE

KEY PROCUREMENT STATISTICS 2024/25		
COUNCIL SPEND £284,304,271	REGULATED CONTRACTS LET 109	VALUE OF REGULATED CONTRACTS LET £68,809,749
SM SPEND £157,863,791 ¹	ACTIVE SUPPLIERS 2,539	PURCHASE ORDER TRANSACTIONS 35,229
LOCAL SPEND £103,720,155 ²	LOCAL SUPPLIERS 568	LOCAL SPEND AS A PROPORTION OF TOTAL 36% ²

¹ Includes estimate of SME spend by Hub South East contractors in the Scottish Borders
² Includes estimate of local SME spend by Hub South East contractors in the Scottish Borders

SECTION 1

Summary of Regulated Procurements Completed

This section provides a record of the regulated procurement processes (any procurement with a value equal to or more than £50,000 for goods and services or £2M for works contracts) completed during the period 1 April 2024 – 31 March 2025. Regulated procurement activity is governed by the rules set out within the Procurement Reform (Scotland) Act 2014 and Public Contracts (Scotland) Regulations 2015.

Number of Contracts	Category A (National)	Category B (Sectoral)	Category C (Local)	Total Value
109	£12,524,679	£20,739,664	£35,545,406	£68,809,749

Full details relating to each contract is provided in **Appendix 1**. An example dataset is shown below.

Reference	Supplier Name	Subject Matter	Start Date	End Date	Value/Spend
1001304	Changeworks	Management agent for EES:ABS	18/05/2024	17/05/2025	£181,870



SECTION 2

Review of Regulated Procurement Compliance

Overall Assessment

With the exception of minor non-compliances (see below), our regulated procurement activities were carried out in line with the regulations and the aims and objectives of the Corporate Procurement Strategy 2024-25 underpinned by robust corporate governance provided by the Council's Procurement and Contract Standing Orders and the Financial Regulations. A detailed breakdown of progress against the strategic themes and objectives in the strategy is included at **Appendix 2**.

Regulated procurement activities are delivered by a centralised team which ensures that the procurement regulations are correctly applied and that Council and wider public sector policy priorities are appropriately considered.

Each regulated procurement is reviewed to assess if and how it might contribute to the achievement of the Council's wider policy objectives. This review is carried out in partnership with the relevant Council service through the development of a procurement strategy for that project. The detail contained in this document is used to develop and determine the most appropriate procurement route while considering sustainability and added value opportunities.

To meet the objectives of our strategy we actively utilise a variety of best practice tools, mechanisms and approaches. These are supported by operational process and procedures in line with corporate policy. A selection of these methods is noted below.

National Procurement Tools

The Council makes use as appropriate of a number of national procurement tools, including:

- Procurement Journey
- Public Contracts Scotland (PCS)
- Public Contracts Scotland-Tender (PCS-T)
- Sustainable Procurement Tools

The use of these tools facilitates best practice and consistency across all our activity by bringing together each of the steps involved in procurement.

Sustainable Procurement Duty

Sustainable Procurement Duty obligations are embedded in the Sustainable Procurement Charter (see Appendix 3) which lays out the Council's principles, standards and expectations for suppliers who would like to work with us.

In addition, sustainability obligations are considered at the procurement strategy phase for every regulated procurement, including whether the inclusion of community benefit clauses is reasonable and proportionate.

Fair Work

Fair work practices are embedded in the Sustainable Procurement Charter and the Scottish Government's Fair Work First criteria are considered for each project at the procurement strategy stage and applied as appropriate. Scottish Borders Council is itself an accredited Living Wage employer. The accreditation recognises the Council's commitment to paying all directly employed and regular third-party contracted staff the real Living Wage.

Collaborative Procurement

Collaborative frameworks are the default first choice for regulated procurements and are utilised wherever possible. This includes, in particular, the frameworks provided by Scottish Procurement and Property Directorate and Scotland Excel (see table below). Other collaborative opportunities utilised includes frameworks provided by (or via) Crown Commercial Services (CCS), Eastern Shires Purchasing Organisation (ESPO), Yorkshire Purchasing Organisation (YPO) and North East Procurement Organisation (NEPO).

Regional and local collaboration is undertaken with a number of public sector organisations including City of Edinburgh Council, East Lothian Council, Dumfries and Galloway Council and Scottish Border Housing Association.

2024-2025	Q1	Q2	Q3	Q4
Frameworks Available	67	68	65	67
Frameworks Noted as Yes for Participation	48	50	47	47
Noted Participation Percentage	72%	74%	72%	73%
Frameworks with Spend	42	423	41	43
Overall Utilisation	63%	63%	63%	67%



Contact Register

Our annually updated contract register is available [here](#)

Non-Compliances

Routine monitoring of procurement activity identified the following non-compliances:

Non-Compliance	Root Cause	Corrective Action
Publication of several contract award notices beyond the 30 day deadline contrary to the regulations.	Human error.	Notices published. Further review of processes to be carried out to prevent recurrence.

SECTION 3

Community Benefit Summary

The Council seeks to maximise the community benefits delivered through its procurement activities and full consideration is given to contracts with an estimated value exceeding £50,000, with a clear process in place to ensure proportionate and appropriate application, particularly for regulated procurement activity.

Our procurements include minimum requirements which are developed with consideration of the type, value and duration of the contract. Bidders must meet or, as appropriate, go further than the minimum requirements and explain how they intend to deliver the benefits they commit to. The quality and ambition of the proposed delivery plan is evaluated with the score making up a suitably weighted element of the final outcome.

With the appointment in this period of a dedicated Contracts Officer, whose responsibilities include community benefits delivery, several improvements have been implemented to strengthen the Council's approach:

Community Benefit Portal

The introduction of the Community Benefit Portal which it allows for collection of all contract-related information, documentation, and provision of tracking capabilities. This system enables enhanced monitoring of supplier commitments and helps ensure that all suppliers are complying with contractual terms.

Community Benefit Reporting

The implementation of the portal was accompanied by new reporting capabilities so that it is now possible to capture information directly tied to individual contracts, supported by evidence such as communications, photographs and case studies. See **Appendix 5** for examples. Community benefit reporting data is as a result now far more robust.

Community Benefit Delivery Plan

Supplier submissions are now guided by an updated Delivery Plan template which clearly defines the minimum requirements for each contract, provides structured guidance to suppliers and ensures that reported community benefits are directly linked to the Council's contracts. This improves the quality and consistency of supplier responses and helps during the evaluation processes for procurement professionals.

Community Benefit Delivery

The Council has also strengthened its approach to supporting community groups through the Community Benefit Wishlist and the Foodbank & Breakfast Club List. These tools allow local groups to submit requests for support, which are then shared with suppliers to help them to choose who and what to support to fulfil their community benefit obligations.

In this reporting period 30 contracts awarded included community benefit requirements covering a range of goods, services and works, including; consultancy, software, winter maintenance; insurance, and demolitions.

The community benefits delivered during the period, both directly and via Hub South East projects on behalf of the Council, are summarised below:

Type of Community Benefit	Community Benefits Delivered		
	Direct	Hub South East	Total
Apprenticeships	2	No data	2
Work Experience	16	23	39
New Jobs	0	10	10
Education Activities	2	26	28
Financial Donations (number)	83	12	107
Financial Donations (value)	£38,008	£10,991	£48,999
Surplus Material Donations (number)	24	-	24
Surplus Material Donations (est. value)	£6,018	-	£6,018
Community Events Supported	7	-	7

See also **Appendix 4 & 5** below

SECTION 4

Supported Business Summary

The development of every individual procurement strategy considers the involvement of a Supported Business. A Supported Business is defined by the Scottish Government as meeting the following criteria:

- An organisation which has its main aim to support the social and professional integration of disabled and disadvantaged persons.
- At least 30% of paid employees of the organisation are disabled or disadvantaged.

The Council investigates all procurement avenues to identify appropriate providers and match them with our contract opportunities. This includes routinely checking the Scottish Government's DPS for Supported Businesses, as well as engaging locally – for example, through the Scottish Borders Sustainable Procurement Group. Community benefit obligations can also provide an opportunity to direct our third party suppliers to consider Supported Businesses in their supply chain.

During this reporting period the Council has engaged with the following Supported Businesses through both contract and grant award mechanisms:

Lady Haig Poppy Factory £1060.50

NB: Routine checking of suppliers' status has determined that the Borders Green Team, which in previous Annual Procurement Reports was identified as a Supported Business, does not in fact meet the second criterion, and is therefore excluded from this year's report, leading to an overall drop in Supported Business spend over the period.

SECTION 5

Future Regulated Procurement Summary

The Procurement Reform (Scotland) Act 2014 states that it is mandatory to include in this report “a summary of the regulated procurements the authority expects to commence in the next two financial years.”

2024/25

Contract/Framework Title or Subject Matter	Renewal or New	Estimated SBC Total Contract Value	Expected Contract Start Date
First Aid Training	Renewal	£140,000	14/09/2025
Sub-Contracting Services Framework	Renewal	£20,000,000	02/02/2026
Glass Recycling	New	£255,000	01/11/2025*
Leachate Waste Removal and Treatment	New	£100,000	01/11/2025*
Bridge Inspections 2025/26	New	£80,000	01/11/2025
Earlston Play Park - Design, Supply and Installation	New	£285,000	01/11/2025*
Traffic Equipment Maintenance and Ancillary Support Services	Renewal	£350,000	24/11/2025
Income Management Software	Renewal	£400,000	01/02/2026
Literacy Application	Renewal	£120,000	01/03/2026
Telephone Calls and Line Rentals	Renewal	£450,000	21/03/2026
Eyemouth Play Park and Pump Track	New	£500,000	31/03/2026

2026/2027

Contract/Framework Title or Subject Matter	Renewal or New	Estimated SBC Total Contract Value	Expected Contract Start Date
Supply and Installation of Small Play Parks	New	£700,000	01/04/2026
Children's Advocacy Service	New	£550,000	01/04/2026
Private Water Sampling	Renewal	£184,000	01/04/2026
Enterprise Content Management Software	Renewal	£250,000	01/04/2026
Electronic Referral Software	Renewal	£475,000	01/04/2026
Committee Meeting and Decision Management Software	Renewal	£80,000	01/04/2026
Email Security Software	Renewal	£150,000	01/04/2026
Occupational Health Service	Renewal	£340,000	01/04/2026
Care at Home Framework	New	£60,000,000	01/04/2026
Skip Hire	Renewal	£180,000	01/05/2026
Merchant Acquiring Services	New	£100,000	01/05/2026
Online Technical Resource Library	Renewal	£85,000	11/05/2026
Business Continuity Software	Renewal	£76,000	01/06/2026
Primary School Homeworking Software	Renewal	£100,000	14/07/2026
Banking Services	Renewal	£150,000	01/08/2026
eLearning Software	Renewal	£100,000	01/08/2026
Alcohol and Drug Support Service for Young Carers and Families	Renewal	£800,000	01/09/2026
Kitchen Management and Meal Selection Software	Renewal	£150,000	01/10/2026
Food Sampling Examination and Analysis	Renewal	£72,000	01/01/2027
Enterprise Resource Management Software	Renewal	£1,500,000	01/01/2027
Water Systems Risk Assessment and Hygiene Monitoring Service	Renewal	£400,000	01/01/2027
Treatment and Disposal of Residual Waste Streams	Renewal	£50,000,000	01/01/2027

*Indicative timeframe only.

SECTION 6

Other Content for Consideration

Payment Performance

Payment Services are no longer part of the Corporate Procurement Service, having now relocated to the treasury team within finance. Prompt payment nonetheless remains key to supporting SMEs and local businesses and the Council has maintained and improved the previous high level of performance in relation to invoice processing with 96.33% of valid and undisputed invoices paid within 30 days compared to 95.26% percent the previous year.

This level of payment performance compares positively against the Local Government Benchmarking Framework all Scotland average figure of 93.1% and family group average of 92.9% for 2023-24 (the latest available data for comparison).

Environment and Climate Change

Adopted in 2021, the Scottish Borders Climate Change Route Map (CCRM) provides the framework by which the Council and region will pursue a path to net zero emissions of all greenhouse gases by 2045, while also putting in place measures to those changes which can no longer be pre-empted as result of changes to our climate. It is based around 5 themes:

- Resilience
- Transport Use
- Nature Based Solutions
- Energy
- Waste Management

The Corporate Procurement Strategy supports delivery on these themes and, as required by Scottish Government policy guidance, the Council will prioritise and take account of climate and circular economy in its procurement activity and will report ongoing progress against these commitments in our annual procurement reports.

In this period, resilience to climate change has been a key focus and the procurement team has supported the award of several relevant contracts including:

- Bonchester Bridge and Rule Water Flood Study
- Jed Water Flood Study
- Lower Burnmouth Coastal Study

Glossary/Procurement Terminology

Collaboration	Working with other partners to undertake joint or shared procurement activities with the intention of obtaining better value through the economies of scale and reduced procurement costs
Commissioning	This is the process used to assess the needs of people in the area, then to design and specify the appropriate services to deliver those needs in a cost effective and value for money way
Community Benefits	These are contract requirements that deliver wider benefits in addition to the core purpose of the contract. These will create added value and will be social, economic or environmental benefits
Contract Management	This is the management of contracts with suppliers or partner. It includes the tasks and activities to ensure the contract is delivered as per the terms. Activity can include the mobilisation of the contract, delivery throughout the term of the contract to expiry and decommissioning. It will also include supplier relationship and performance management
Goods	Items that we buy include things such as catering provisions, office stationery and supplies, or the materials needed to build roads
PCIP	The Scottish Government led Procurement and Commercial Improvement Programme and its associated assessment programme
Procurement	This is process of acquiring goods, services and works
Purchasing	The transactional stages of placing orders for goods, services or works, using P2P systems to receipt goods, services or works received and then to pay for them
Regulations	Public Contracts (Scotland) Regulations 2015 Procurement (Scotland) Regulations 2016 The Procurement Reform (Scotland) Act 2014
Services	Services we buy might include care services, professional services to design works projects or repair and maintenance services
Small and Medium Enterprises (SME's)	Firms that employ less than 9 employees are classified as micro businesses, firms that employ less than 50 are classed as small and those employing less than 250 medium
Sustainable Procurement	A process where organisations meet their needs for goods, services and works in a way that achieves value for money on a whole life costs basis and generates benefits, not only for the organisation but for society, the economy and the environment
Third Sector	The group name for a range of organisations such as community groups, charities, voluntary organisations, social enterprises or community interest companies. They may be everything in-between small and local or large multinational companies or charities
Value for Money	Value for money is the optimum combination of whole life costs quality and sustainability to meet our requirements
Works	Construction works that we buy, including the construction and/or refurbishment of new and existing buildings, roads, bridges, parks or other open spaces

Appendix 1 – Regulated Procurement

Category A Scottish Government Framework Agreements

Recorded cumulative expenditure exceeding regulated thresholds from Scottish Government Category A frameworks during the reporting period:

Scot. Gov. Ref.	Supplier Name	Subject Matter	Start Date	End Date	Spend
SP-21-052	EDF Energy Ltd	Electricity 2021	01/04/2024	31/03/2025	£6,475,157
SP-22-021	Lyreco UK Ltd	General Office Supplies	01/04/2024	31/03/2025	£84,042
SP-22-12	Scottish Fuels	Liquid Fuel	01/04/2024	31/03/2025	£843,109
SP-22-12	Highland Fuels	Liquid Fuel	01/04/2024	31/03/2025	£1,619,021
SP-17-031	Total Gas & Power Ltd	Natural Gas	01/04/2024	31/03/2025	£1,560,964
SP-19-035	Royal Mail	Physical, Hybrid, Scheduled/Regular Bulk (Print and Post0 and Digital Mail Services	01/04/2024	31/03/2025	£270,866
SP-23-07	Business Stream	Water and Waste Water Services (2023)	01/04/2024	31/03/2025	£957,384
SP-22-020	XMA Limited	Web Based & Proprietary Devices	01/04/2024	31/03/2025	£281,948
TOTAL					£12,092,491

Individual call-offs exceeding regulated thresholds from Scottish Government Category A frameworks during the reporting period:

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Optional Extension	Estimated Value
1001296	XMA Limited	iPad Management Software	30/04/2024	30/04/2024	29/04/2028	None	£323,563
1001425	Computacenter	CAD and Drainage Software	14/03/2025	30/03/2025	30/03/2028	None	£108,625
TOTAL							£432,188
SCOTGOV COMBINED TOTAL £12,524,679							

Category B Scotland Excel Framework Agreements

Recorded cumulative expenditure exceeding regulated thresholds from Scotland Excel Category B frameworks during the reporting period:

SXL Framework Reference	Supplier Name	Subject Matter	Start Date	End Date	Spend
0121	Cooks Van Hire Limited	Vehicle And Plant Hire	01/04/2024	31/03/2025	£228,204
0121	Riverside Truck Rental Limited	Vehicle And Plant Hire	01/04/2024	31/03/2025	£376,170
0121	Dawsongroup Environmental Municipal Civil Limited	Vehicle And Plant Hire	01/04/2024	31/03/2025	£56,771
0219	Good Shepherd Centre	Secure Care	01/04/2024	31/03/2025	£613,583
0318	Travis Perkins Trading Company Ltd	Buildings & Timber	01/04/2024	31/03/2025	£78,949
0320	Colas Ltd	Bitumen Products	01/04/2024	31/03/2025	£115,383
0320	Nynas UK	Bitumen Products	01/04/2024	31/03/2025	£367,939
0322	Sysco GB Ltd	Fresh Meat, Cooked Meats & Fresh Fish	01/04/2024	31/03/2025	£131,374
0322	Shaws Fine Meats	Fresh Meat, Cooked Meats & Fresh Fish	01/04/2024	31/03/2025	£255,428
0720	A M Phillip Trucktech limited	Vehicle Parts	01/04/2024	31/03/2025	£57,257
0720	Dingbro Ltd	Vehicle Parts	01/04/2024	31/03/2025	£180,522
0720	DAF Trucks Ltd	Vehicle Parts	01/04/2024	31/03/2025	£88,648
0722	Henderson Environmental Services	Asbestos	01/04/2024	31/03/2025	£97,871
0919	Edmundson Electrical Ltd	Electrical Materials	01/04/2024	31/03/2025	£103,630
1020	Aberlour Child Care Trust	Fostering and Continuing Care Services	01/04/2024	31/03/2025	£81,648
1020	Action For Children	Fostering and Continuing Care Services	01/04/2024	31/03/2025	£88,137
1020	Barnardo's	Fostering and Continuing Care Services	01/04/2024	31/03/2025	£106,237

SXL Framework Reference	Supplier Name	Subject Matter	Start Date	End Date	Spend
1020	Fostercare Connect Ltd	Fostering and Continuing Care Services	01/04/2024	31/03/2025	£73,660
1020	Fostering People Scotland Limited	Fostering and Continuing Care Services	01/04/2024	31/03/2025	£52,121
1020	The National Fostering Agency (Scotland) Ltd	Fostering and Continuing Care Services	01/04/2024	31/03/2025	£130,445
1120	Sysco GB Limited	Frozen Foods	01/04/2024	31/03/2024	£949,540
1121	Aberlour Childcare Trust	Children's Residential Care and Education	01/04/2024	31/03/2025	£73,754
1121	Applied Care and Development	Children's Residential Care and Education	01/04/2024	31/03/2025	£1,396,508
1121	Aspris Scotland Ltd	Children's Residential Care and Education	01/04/2024	31/03/2025	£370,030
1121	Camphill Rudolf Stenier Schools Ltd	Children's Residential Care and Education	01/04/2024	31/03/2025	£302,529
1121	Care Visions Group Ltd.	Children's Residential Care and Education	01/04/2024	31/03/2025	£251,390
1121	Common Thread Ltd	Children's Residential Care and Education	01/04/2024	31/03/2025	£1,900,686
1121	Harmony Education Trust Ltd	Children's Residential Care and Education	01/04/2024	31/03/2025	£1,966,262
1121	Hillside School (aberdour) Ltd	Children's Residential Care and Education	01/04/2024	31/03/2025	£837,786
1121	Inspire Scotland Ltd	Children's Residential Care and Education	01/04/2024	31/03/2025	£711,881
1121	Kibble Education & Care Centre	Children's Residential Care and Education	01/04/2024	31/03/2025	£2,419,872
1121	Moore House Ltd	Children's Residential Care and Education	01/04/2024	31/03/2025	£348,081
1121	Royal Blind Asylum & School Edinburgh t/a S Sight Scotland	Children's Residential Care and Education	01/04/2024	31/03/2025	£389,859
1121	Spark of Genius	Children's Residential Care and Education	01/04/2024	31/03/2025	£472,190

SXL Framework Reference	Supplier Name	Subject Matter	Start Date	End Date	Spend
1219	Brake Bros Ltd	Groceries & Provisions	01/04/2024	31/03/2025	£910,749
1220	Yorkshire Purchasing Organisation	Education Materials	01/04/2024	31/03/2025	£207,037
1222	Unico Ltd	Janitorial Products	01/04/2024	31/03/2025	£544,310
1422	Travis Perkins Trading Company Ltd.	Construction Materials	01/04/2024	31/03/2025	£157,899
1521	ICL UK (Sales) Limited	Salt	01/04/2024	31/03/2025	£749,908
1721	The Social Care Community Partnership Limited (TSCCP)	Social Care Agency Workers	01/04/2024	31/03/2025	£295,009
1918	Cygnet (oe) Limited	Care Homes For Adults LD Inc Autism	01/04/2024	31/03/2025	£159,554
2018	Apetito Limited	Community Meals	01/04/2024	31/03/2025	£64,915
2019	CF Services Ltd	Domestic Furniture and Furnishings	01/04/2024	31/03/2025	£167,331
2019	The Furnishing Service Ltd	Domestic Furniture and Furnshings	01/04/2024	31/03/2025	£547,193
TOTAL					£19,478,250

Individual call-offs exceeding regulated thresholds from Scotland Excel Category B Frameworks during the reporting period:

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Optional Extension	Estimated Value
1001304	Changeworks	Management agent for EES:ABS	24/07/2024	18/05/2024	17/05/2025		£181,870
1001355	AECOM Ltd	Bridge Inspections	21/10/2024	21/10/2024	31/03/2025		£132,153
1001361	Jeremy Benn Associates Limited (t/a JBA Consulting)	Lower Burnmouth Coastal Study	29/11/2024	02/12/2024	01/10/2025		£69,930
1001374	Mallatite Ltd	Electronic Signage	12/12/2024	18/12/2024	07/01/2025		£54,550
1001372	Trust Ford Luton Vans	Purchase of 2	16/12/2024	16/12/2024	N/A		£112,159

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Optional Extension	Estimated Value
1001365	Atkins Realis	Borders Greenway	16/12/2024	16/12/2024	15/04/2025		£91,000
1001370	WSP UK Limited	B709 Tweed Bridge Innerleithen Refurbishment	18/12/2024	13/01/2025	31/10/2025		£59,073
1001360	Jeremy Benn Associates Limited (t/a JBA Consulting)	Bonchester Bridge and Rule Water Flood Study	18/12/2024	06/01/2025	27/10/2025		£81,957
1000990	M McKenzie Waste Ltd	Wood Recycling	23/12/2024	20/01/2025	19/01/2027	2 x 12 months	£164,941
1001395	Jacobs UK	Jed Water Flood	11/03/2025	17/03/2025	22/12/2025		£98,760
1001366	Turner and Townsend Project Management Ltd.	Borders Railway Senior Project	14/03/2025	07/04/2025	05/04/2027		£215,021
TOTAL							£1,261,414
SXL COMBINED TOTAL							£20,739,664

Category C Contract and Framework Awards

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Optional Extension	Estimated Value
SBC/CPS/1614	Various	Scottish Borders Community Planning Partnership Sustainable Transport DPS	08/04/2019	08/04/2019	07/04/2029		£1,589,968*
1001089	Various	Hire of Small Plant & Temporary Accommodation Framework	02/08/2023	25/08/2023	24/08/2025	2 x 12 months	£1,200,275*
1000893	Various	Road Materials Aggregates (dry) and Ready Mix Cement Framework	11/07/2022	11/07/2022	10/07/2025	1 x 12 months	£3,846,846*
SBC/CPS/1826	Various	Winter Maintenance Additional Services Framework	20/10/2020	20/10/2020	19/10/2024		£176,180*

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Optional Extension	Estimated Value
SBC/CPS/2055	Various	Winter Maintenance Pathways Framework	28/09/2021	01/11/2021	19/10/2024		£102,138*
1001298	Various	Winter Maintenance Assistance Service Framework	14/10/2024	20/10/2024	19/10/2026	19/10/2028	£2,450,000
SBC/CPS/1164	Various	Subcontracting Services Framework	06/09/2021	04/10/2021	03/10/2024	1 x 12 months	£4,133,968*
1001036	Various	Repairs and Maintenance (Trades) Framework	20/10/2023	20/10/2023	19/10/2025	2 x 12 months	£5,545,819*
1000962	Various	Place-Making Framework	24/02/2023	27/02/2023	26/02/2026	1 x 12	£48,083*
1001275	NEC Software Solutions (UK) Ltd	Revenues & Benefits Software	01/04/2024	01/04/2024	31/03/2029		£766,175
1001266	Egress Software	Email Security Software	01/04/2024	01/04/2024	31/03/2025		£119,320
1403	Tribal Audit Ltd	Interim Senior Internal Auditor	02/04/2024	01/04/2024	31/03/2025		£65,800
1001282	TET Ltd	Invoice Capture Software	04/04/2024	27/04/2024	26/04/2027		£64,380
1001274	Civica UK Ltd	Property Management Software	04/04/2024	01/04/2024	31/03/2026	1 x 12 months	£180,453
1001294	ESRI (UK) Ltd	GIS Mapping Software	10/04/2024	12/04/2024	11/04/2027		£90,669
1001257	Idox Software Ltd	Case & Knowledge Management Software	19/04/2024	01/04/2024	31/03/2029	2 x 12 months	£1,554,555
1001197	Chevin Computer Systems Ltd	Fleet Management Software	22/04/2024	01/05/2024	30/04/2026	1 x 12 months	£221,368
1001253	Insight Direct UK Ltd	MS Enterprise Licences	01/05/2024	01/05/2024	30/04/2027		£3,020,334
1001295	CRB Cunninghams Ltd	Impact Cashless Catering Application & Fusion Mobile	01/05/2024	01/05/2024	30/04/2025		£67,829
1001283	Recovery Coaching	Justice Peer Recovery Coach	01/05/2024	01/05/2024	31/03/2025	1 x 12 months	£93,629
1421	Blue Machinery (Scotland) Ltd	Purchase of Powerscreen machine	10/05/2024	10/05/2024	10/05/2024		£70,000

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Optional Extension	Estimated Value
1001299	Stanford Coachworks & Mobility ServicesLtd	3 WAV Minibuses	13/05/2024	13/05/2024	13/05/2024		£139,471
1432	Teviot Taxis	Berwickshire Demand Responsive Transport (DRT)	17/05/2024	20/05/2024	31/05/2025		£136,000
1431	Collier Quarrying and Recycling Ltd	Specialist Surface Dressing Chips	17/05/2024	03/06/2024	31/07/2024		£90,000
1436	Scot JCB	Purchase of JCB 3CX Backhoe Loader	23/05/2024	23/05/2024	23/05/2024		£75,000
1433	Faun Zoeller (UK) Ltd	DAF Chassis Fitted with Rear End Loader Refuse Collection Body	29/05/2024	29/05/2024	29/05/2024		£115,974
1001318	Travelers Insurance Company Ltd	Insurance Services - Lot 1 Property	26/06/2024	01/07/2024	30/06/2027	4 x 12 months	£2,920,921
1001142	Zurich Insurance Company	Insurances Services - Lots 2-5	26/06/2024	01/07/2024	30/06/2027	4 x 12 months	£3,511,570
1460	Peter Hogg of Jedburgh Ltd	Service 20 Commercial Bus Service Enhancements	28/06/2024	01/07/2024	30/06/2027		£104,878
1463	Showbie UK Ltd	Primary School Homeworking Software	14/07/2024	14/07/2024	13/07/2026		£99,500
WR-6	Telfords Coaches Ltd	Bus Service 128	05/08/2024	05/08/2024	30/06/2026		£136,285
WR-35	Telfords Coaches Ltd	Bus Service 127a	01/09/2024	01/09/2024	31/08/2025		£112,542
1001268	Shred Station Ltd	Paper Shredding & Uplift Service	19/09/2024	21/10/2024	20/10/2027	1 x 12 months	£56,664
1001308	Bartec Municipal Technologies Ltd	In-Cab Software	04/10/2024	04/10/2024	03/10/2029	2 x 12 months	£399,965
1001353	SCG Corporate	Mobile Voice & Data Services	18/10/2024	01/11/2024	31/10/2027	2 x 12 months	£461,151

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Optional Extension	Estimated Value
WR-29	Scot JCB Ltd	Purchase of Telehandlers	17/10/2024	17/10/2025	17/10/2025		£162,000
1001342	Bottomline Technologies Bacway Services Ltd	BACS Payment Software	23/10/2024	30/10/2024	31/10/2026	1 x12 months	£58,679
1001368	Brightly Software Ltd	Asset Management Software	05/11/2024	05/11/2024	04/11/2027	1 x 12 months	£404,342
1001381	Insight Direct	MS Educational	18/12/2024	01/01/2025	31/12/2027		£354,654
1000990	M McKenzie Waste Ltd	Wood Recycling	23/12/2024	20/01/2025	19/01/2027	2 x 12 months	£164,941
WR-77	Thomas Sherriff & Company Ltd	Two Ride on Mowers	13/01/2025	13/01/2025	13/01/2025		£68,576
1001375	Phoenix Software Ltd	MS SQL Licences	30/01/2025	01/04/2025	31/03/2028		£77,400
1001429	Thomas Sherriff & Company Ltd	Six ride on flail mowers	14/02/2025	14/02/2025	14/02/2025		£217,104
WR-109	AVC Wise Ltd	AVC Salary Sacrifice Scheme	27/03/2025	01/04/2025	31/03/2030		£270,000
TOTAL							£35,545,406

* Cumulative spend for FY 2024-25

NB: the above table excludes the award of social care and health contracts where there is a risk of making public information relating to the cost and duration of individual care packages

Appendix 2 – Progress against Strategic Themes and Objectives

Theme	Objective	Actions	Progress	Comments
Local Economy	grow the Borders economy and support Community Wealth Building by enabling and encouraging local businesses (particularly SMEs and Third Sector organisations) to access public sector opportunities whilst promoting Fair Work	improve data held on local suppliers	partly achieved	data including size, living wage status, etc. added to ERP for 250+ contracted suppliers but more to do.
		ensure where possible that unregulated procurements include a local bidder	achieved	all Quick Quotes issued included a local bidder if available
		further develop local meet the buyer events	achieved	see CPS Highlights above for MTB South 2024
		support suppliers to access local and national framework agreements, working with Supplier Development Programme	achieved	as above; also routinely promoted SDP services to suppliers during procurement exercises
		continue to maintain local framework agreements where national opportunities are not suitable	achieved	re-let of winter maintenance assistance framework
		Fair Work First mandated as award criteria on all (relevant) procurements	achieved	used in all regulated Cat C procurements, with the exception of direct awards under the negotiated procedure without prior notification and call-offs from older Scottish and English frameworks.
Climate change	contribute towards delivering the Scottish Borders Climate Change Route Map	engage early, challenge and support services to develop specifications incorporating climate considerations	partly achieved	included, for example, on bus transport tenders but further progress required in relation to construction.
		sustainability tests to be carried out for all regulated tenders	achieved	
		proportionate and appropriate use of relevant selection criteria for all tenders	achieved	SPD 4C.7 used on several relevant projects.

Theme	Objective	Actions	Progress	Comments
		proportionate and appropriate use of climate focussed award criteria in all procurements	achieved	
		record and report how each regulated procurement supports CCRM	partly achieved	recorded at procurement stage. Reporting not yet available.
		procurement staff to be complete all relevant courses available via Scottish Government's Procurement and Property Directorate and Scotland Excel	partly achieved	a very small number of courses remain to be completed
Contract and Supplier Management	support services to develop and implement effective, consistent and proportionate contract and supplier management	relaunch of contract management software platform	achieved	relaunched in May 2024
		provide additional contract management training to services	achieved	Scotland Excel delivered training to service managers under the ScotGov procurement training framework in May 2024
		ensure appropriate contract management measures (e.g. KPIs, mobilisation, risks and exit plans, service credits and relevant terms & conditions) are incorporated at procurement stage	partly achieved	all now fully considered at strategy stage; further work required to get better engagement on contractual risk identification and mitigation.
Community Benefits	maximise the community benefits delivered through Council contracts	tackle supplier non-compliance with Community Benefit clauses	partly achieved	delivery of CBs incorporated into new T&Cs; improved tracking and validation of delivery; more proactive enforcement.
		ensure that framework agreement derived Community Benefits are delivered	partly achieved	as above
		improve coordination and collaboration on Hub South East projects (with a focus on employability to support Community Wealth Building)	partly achieved	better CB data provided by Hub. Attendance of Hub and Tier 1 and 1b contractors at local employability CBs working group. Further progress required.
		implement mechanisms to match Community Benefits supply and demand	achieved	CB wishlist fully rolled out and publicly available. Supplier offers now coordinated by contracts officer.

Theme	Objective	Actions	Progress	Comments
Procurement Capability	improve the efficiency and effectiveness of the procurement function, fostering a culture of continuous improvement	act on outcomes of PCIP assessment	partly achieved	significant improvement on exit management. Further work to be done on lessons learned and risk management.
		assess procurement team skills and knowledge against National Competency Framework	achieved	carried out alongside appraisal process
		develop individual training plans to address skills and knowledge gaps	achieved	gaps and appropriate training identified
		ensure that procurement team undertake training and qualifications appropriate to their role	partly achieved	significant progress - two members of staff commenced CIPS level 4 training; one member of staff completed CIPS level 2; awaiting availability of SXL Advanced Practitioner course for other candidates
		undertake customer satisfaction surveys	partly achieved	new process launched at end of period
		maximise the use of technology to increase productivity	partly achieved	significant progress with several processes automated using MS 365 apps - e.g. pipeline planning, CB tracking, waiver approvals; technical and resource barriers to further improvements (e.g. in relation to ERP)
		further standardisation and streamlining of procurement documentation and processes	partly achieved	numerous updates and improvements to template documents; many processes automated as per above; technical and resource barriers to further improvements (e.g. in relation to ERP)
		review current approach to category management	not achieved	no progress – to take forward 2025-26

Theme	Objective	Actions	Progress	Comments
Financial Pressures	support services to meet ongoing financial pressures	identify and address off-contract spend	partly achieved	progress limited by lack of good data
		identify potential savings via demand management	achieved	demand challenged routinely at strategy stage leading to savings and cost avoidance – particularly in relation to IT (no. of licenses, users, etc.)
		increase use of collaborative agreements where possible/appropriate	achieved	collaborative frameworks and SXL national savings programme utilised extensively
		mitigate unavoidable cost increases through contract price reviews and adopting appropriate terms and conditions	achieved	robust process introduced for review price increase requests; price control mechanisms added to contracts where appropriate
		review increase in non-competitive actions and address	partly achieved	improved reporting and monitoring now in place; further progress needed to reduce numbers
		reduction in purchase card non-compliance	partly achieved	

Appendix 3 – Sustainable Procurement Charter

Sustainable Procurement Charter

Scottish Borders Council aims to be a responsible purchaser of goods, services and works. We set standards to make sure we undertake our activities in an ethical, responsible and sustainable way. This charter lays out a number of important principles and policy requirements of the Council to which we expect our suppliers to comply.



Achieving our Sustainable Procurement duty

Equalities

We view the Scottish Borders as a place where everyone matters, where everyone should have equal opportunities and where everyone should be treated with dignity and respect. As a responsible employer the Council is committed to promoting equal opportunities to all of the Scottish Borders community, employees and suppliers alike. Consideration of equal opportunities is fully integrated into our procurement practices and is fully committed to the values and ethos of the Equality Act 2010.

Disability Confident Scheme

The Council is an accredited Disability Confident employer. We are committed to the aims of Disability Confident and would encourage our partners, suppliers and providers to demonstrate their commitment to the scheme and also become accredited Disability Confident employers. As appropriate, contracts or framework agreements may include clear performance indicators relating to the positive benefits of such a scheme.

Facilitating SME's, third sector and supported businesses in the procurement process

Our procurement strategy aims to achieve a mixed economy of suppliers to support and develop our local rural market, particularly micro, small and medium sized enterprises, Third Sector organisations and supported businesses. This approach includes simplified and standardised public sector procurement practices, consideration of lotting and a range of hands-on assistance to the local supply chain to help reduce any barriers to involvement in procurement opportunities.

Promoting Innovation

Influencing the market towards innovative solutions can focus public spending on sustainable goods, services and works and create an important catalyst for local job creation, sustainable innovation and market development. Our procurement strategy notes the importance of innovation through procurement and we encourage all our suppliers to consider an innovative approach to the way goods and services are delivered.

Fair Work First

The Council is committed to encouraging the adoption of the Fair Work First criteria. When relevant, suppliers bidding for public contracts should adopt fair working practices, specifically: appropriate channels for effective voice, investment in workforce development, no inappropriate use of zero hours contracts, action to tackle the gender pay gap and create a more diverse and inclusive workplace, providing fair pay for worker, offer flexible and family friendly working practices for all workers, oppose the use of fire and rehire practices. As an accredited real living wage employer the Council is committed to encouraging the wider adoption of the real living wage. This is an hourly rate set by the living wage foundation. The current rate is £12.60 (October 2024).

Consultation with Stakeholders

Service User and, where appropriate, wider community consultation is an integral part of commissioning considerations. The strategic importance and complexity of required outcomes will mainly govern the level of consultation undertaken and the choice of the procurement route followed. The final decision on these matters will always be considered in light of what is likely to provide best value for the local community.

Health & Safety Compliance

The Council is committed to achieving a culture that ensures it complies with all current Health and Safety legislation and in so doing endeavours to provide safe places and safe systems of work. This principal extends to those employed to do contracted works for and on behalf of the Council. The Council will only employ contractors who are SSIP accredited.

Fairly & ethically traded goods

The Council supports the Fair Trade initiative because it reflects our commitment to sustainable development and offers the prospect that marginalised producers across the world will receive fairer deals for their produce. The Council will promote the use of fair trade products across all its services and raise awareness of fair trade amongst its staff and customers. The Council will (to the extent permitted by EU procurement legislation) embed Fair Trade into contracts with suppliers where it has a direct bearing on the required goods, services and works.

Provision of Food

The procurement of food considers the wider community focus of improving the health and wellbeing of young people and communities in the Borders. Promoting a sustainable food supply chain by (where possible) the use of Scottish produce through collaborative contracts supports the delivery of healthy choices to support healthy eating. Food security and ethics are of equal importance and the Council follows Scottish Government guidance to ensure consideration of the highest levels of animal welfare.

Prompt payment within 30 days

The effect of late payment on SME's can be significant, impacting cash flow and the ability to trade. As direct support the Council has a prompt payment policy and related performance indicator which aims to make payment of invoices within 30 days of receipt of a valid invoice. To make sure this policy flows through all stages of the supply chain, our terms and conditions of contract obliges our contracted suppliers to make payment of valid invoices within a similar 30 day period.

Information/Data Management/Protection

The Council regards information as a valuable corporate asset which must be obtained, processed and protected diligently, lawfully and ethically. The approach to information governance focuses on safeguarding customers, providing business transparency and ensuring legislative compliance. Relationships with 3rd parties who handle data on behalf of the Council, or with whom we share data are carefully managed. Contracts include information governance compliance conditions with these arrangements being documented and monitored. We will expect all suppliers to take the same robust approach to information management as we do, even after their contract has expired.

Environmental Impact and Climate Change

The Council is committed to reducing its environmental impact, including carbon emissions, wherever possible. The Climate Change (Scotland) Act 2009 places duties on public bodies to deliver their services in a way which supports this, including both internal activities, such as energy saving within buildings, and its work with partners. The way that the Council procures goods and services can have a huge environmental impact, and by purchasing items which can demonstrate a reduced negative effect on wildlife, natural resources and carbon emissions, we can reduce our carbon footprint and support suppliers to do the same.

Improving the economic, social and environmental wellbeing of the area

Adding Value to Communities through Community Benefits or 'social' requirements in public sector procurement is intended to ensure that wider local economic and social issues are considered when delivering construction works, service or supplies contracts. This is achieved through the inclusion of specific clauses within contracts known as community benefit clauses (CBCs).

Conflict of Interest

Council Officers and Members conducting business on behalf of the organisation have a responsibility to do so in a manner that is objective and ethical. As such we require any individual whether employee or supplier to declare such an interest before any procurement activity commences as the best way to handle conflicts of interest is to avoid them entirely.

Modern Slavery Act 2015













The Council adopts a zero tolerance approach to modern slavery and human trafficking. We expect all those who work for and with us to adhere to this approach. As appropriate we will address areas of concern in the tendering process through requiring minimum standards and contract management.

Appendix 4 – Contracts awarded with Community Benefit Clauses*

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Optional Extension	Estimated Value
1001079	M & S Fire Protection Ltd	Service, Repair and Maintenance of Fire Safety	08/04/2024	19/04/2024	18/04/2026	2 x 12 months	£18,400
1001263	JCJ Construction and Demolition Ltd	Demolition of Squash Courts Eyemouth	17/04/2024	22/04/2024	13/05/2024		£25,652
1001293	National Testing Services Ltd	Road Coring 2024/25	06/04/2024	07/06/2024	07/08/2024		£33,422
1001283	Recovery Coaching Scotland	Justice Peer Recovery Coach	01/05/2024	01/05/2024	31/03/2025	1 x 12 months	£93,629
1001142	Zurich Insurance Company	Insurance Services - Lots 2-5	26/06/2024	01/07/2024	30/06/2027	4 x 12 months	£3,511,570
1001318	Travelers Insurance	Insurance Services - Lot 1 Property	26/06/2024	01/07/2024	30/06/2027	4 x 12 months	£2,920,921
1001228	P M R S Ltd	Pedestrian Footfall Counts	16/08/2024	16/08/2024	15/08/2026	1 x 12 months	£19,760
1001285	MGH Scotland Ltd	Disposal of Redundant IT Equipment	01/08/2024	01/08/2024	31/07/2028		£0
1001307	Perfect Clean Edinburgh Ltd	Kitchen Equipment Cleaning	09/08/2024	09/08/2024	08/08/2024	1 x 12 months	£19,570
1001336	George Beattie & Son Ltd	Demolition of Former Sykes Building	22/08/2024	05/09/2024	31/10/2024		£66,385
1001315	Central Demolition Ltd	Former Jedburgh Grammar School Partial Demolition	10/09/2024	23/09/2024	23/12/2024		£449,166
1001268	Shred Station Ltd	Paper Shredding and Uplift	19/09/2024	21/10/2024	20/10/2027	1 x 12 months	£56,664
1001298	Various	Winter Maintenance Assistance Service Framework	14/10/2024	20/10/2024	19/10/2026	2 x 12 months	£2,450,000
1001305	Union Technical Service Ltd	Solar PV Panels/ Battery Storage, Cavity Wall and Loft Insulation	18/10/2024	18/10/2024	31/05/2026		£639,650
1001358	BCA Insulation Ltd	Installation Of Air Source Heat Pumps, Cavity Wall Insulation and Loft Insulation	27/11/2024	27/11/2024	31/05/2025		£285,416
1001359	BCA Insulation Ltd	Installation of Internal Wall Installation	27/11/2024	27/11/2024	31/05/2025		£642,373
1001338	Ray Sutherland Roofing Contractors Ltd	Roofing Overhaul and Repair Works	09/12/2024	09/12/2024	01/04/2025		£94,466

* Category C and unregulated contracts only. It is assumed that all Category A and B frameworks listed in appendix 2 include community benefits as a matter of course.

Appendix 5 – Supporting Documents

	Hub South East Social Impact Report 2024-25
	Changeworks Community Benefits Case Study
	George Beattie & Sons Community Benefits Case Study
	JW Grieve Community Benefits Case Study
	Scarab Sweepers Community Benefits Case Study
	Unico Community Benefits Case Study
	Velo Jedburgh Community Benefits Case Study
	Velo Walkerburn Community Benefits Case Study
	We are with you Community Benefits Case Study
	WSZ Joiners Community Benefits Case Study
	SBC Community Benefits Wishlist
	SBC Foodbanks and Breakfast Clubs List

Annual Report Ownership

Approved	Scottish Borders Council Council Management Team 24/09/2025 Executive Committee 21/10/2025
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